

Awards Selection Procedures

District Awards are chosen from each supervisorial district.

President's Award – one award is given at the discretion of the sitting president.

Community-At-Large Selection

1. Committee to meet with staff at first Awards Luncheon meeting or via teleconference to review Awards Selection Process.
2. Staff to review submitted nomination applications for completion. If more than one category is marked and/or incomplete, staff is to contact nominator for resubmission or a separate application maybe submitted in an additional category. Completed forms must be submitted in full by the deadline date or nominee will not be considered.
3. Staff to fed-ex to Awards Luncheon Committee the nomination packet including all nomination applications in alphabetical order by category, along with a scoring sheet (tally sheet #1).
4. The Awards Luncheon Committee member will evaluate each nominee, using the set criteria to rate nominees from 1 to 4 (4 being the highest possible score).
5. Committee members will fax or e-mail their results to staff no later than 3 days before the Awards Luncheon Committee selection meeting date.
6. The staff will tally the votes and provide each committee member a score sheet (tally sheet #2) with the top 3 nominee names in each category at the Awards Luncheon Committee selection meeting.

In the absence of a committee member, the member must inform the President and Awards Chair of the alternate. Staff will provide the alternate commissioner with all pertinent materials.

7. The committee members will discuss and evaluate each of the top 3 nominees in each category addressing the set criteria (10 minutes per category).

Committee members will then rate their top nominees in each category (tally sheet #3). Scores will be tallied and the top woman in each category will be recommended as the Commission for Women's *Women of the Year*.

8. Tie votes will be broken by rating the nominees on the following questions:
 - How does she fit with the mission of the Commission and the theme of the luncheon?
 - What has the nominee done to further the work of the Commission's Mission?
9. Slate CW Women of the Year Community-At-Large to be presented to the commissioners at the next board meeting for approval.